Health & wellbeing

Accident or injury

How we respond to an injury, support the child and keep parents informed.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Our approach

Children should be able to learn and play in an environment where hazards are assessed and suitable first-aid arrangements are in place. The manager must confirm appropriate trained cover, equipment and emergency arrangements before sessions begin.

If a child is hurt

A staff member will assess the situation, make the area safe and reassure the child while maintaining supervision of the rest of the group. First aid will be given only within the staff member's competence and training.

Emergency services will be contacted immediately where necessary. Treatment must not be delayed while waiting to contact a parent. Parents or the agreed emergency contact will be informed as soon as possible.

If hospital treatment is needed, the manager will arrange appropriate adult accompaniment and continued safe supervision for the remaining children. On outings, venue first aiders may assist within the agreed emergency plan.

Records and follow-up

Record the time, location, circumstances, injury, treatment, witnesses and who was notified. Share the record with the parent or carer promptly and obtain their acknowledgement.

The manager will assess notifications required by the centre's registration, local safeguarding procedures, insurer and any applicable workplace reporting rules. Review the activity and risk assessment before repeating it.

Centre review before adoption

Confirm trained first-aid cover, emergency consent, first-aid equipment, insurer and applicable notification duties.